



# INFORMATION CAPSULE

## Program Evaluation

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### OVERVIEW OF SUMMER YOUTH INTERNSHIP PROGRAM (SYIP)

#### At a Glance

This Information Capsule provides an overview of the Summer Youth Internship Program (SYIP) for Miami-Dade County Public School students sponsored by Miami-Dade County, The Children's Trust, Career Source of South Florida, Royal Caribbean Cruise Lines, JPMorgan Chase, and the Foundation for New Education Initiatives. The SYIP is a five-week paid summer internship that has been offered to M-DCPS high school students since 2015. The program provides students with real-life experience in a practical setting and the opportunity to interact with professionals in the community. To date, over 500 companies have participated, and 5,679 students have successfully completed the program. M-DCPS, alongside the other partners, will continue to provide students with this opportunity during the 2019 school year.

#### INTRODUCTION TO SYIP

The SYIP is a five-week work-based learning experience sponsored by Miami-Dade County, The Children's Trust, Career Source of South Florida, Royal Caribbean Cruise Lines, JPMorgan Chase, and the Foundation for New Education Initiatives. Managed by the Department of Career and Technical Education (CTE) at M-DCPS, this summer internship was designed with the main goal of providing at least 1,300 meaningful paid internships to high school students during the first two years and 2,700 during its third year; and giving students an opportunity to acquire real-life experience in a practical setting and interact with professionals in the community.

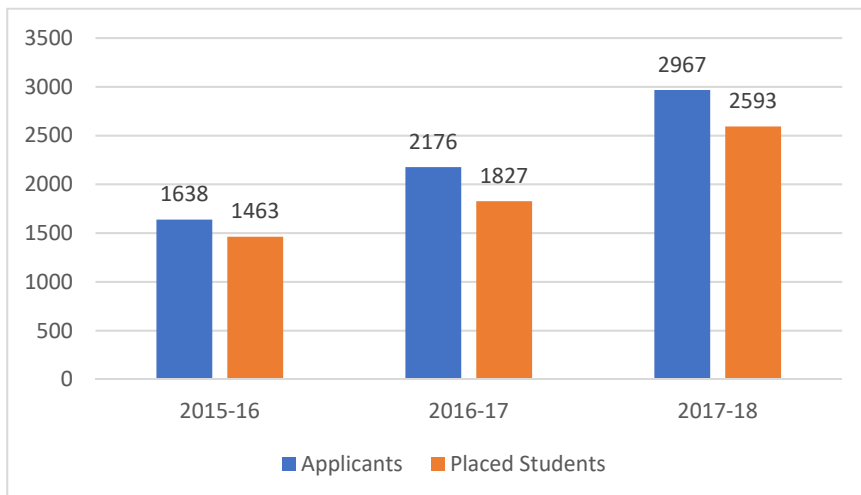
#### HISTORY OF SYIP

The SYIP has been offering M-DCPS students paid internships since the 2015-16 school year. During the three academic years that this program has operated (2015-16, 2016-17, and 2017-18) a total of 6,781 applications have been received and 5,883 students have been successfully placed with an organization in Miami-Dade County. The number of applications received for the internship program has consistently increased throughout the years (see Figure 1) and over 500 companies have participated each year in the SYIP program. During these three academic years, 97% of the students who were placed in an internship successfully completed the program (completed 150 work hours and submitted all required assignments). As shown in Figure 2, 76% of the students who completed the program qualified for free or reduced lunch, 2% were English

language learners (ELL), and 12% were students with disabilities. During the three academic years, 100% of interns who completed the internship received high school credit, and 4% received college credit through the dual enrollment program.

Miami-Dade County, The Children's Trust, M-DCPS, Career Source of South Florida and other partners invested a total of \$9.5 million throughout the three academic years that the program has operated. During the third year (2017-18) of the SYIP, the program had an estimated economic impact of \$3,125,925.

Figure 1  
Number of Applications Received and Students Placed in the SYIP



## PROGRAM DESCRIPTION

The SYIP is a five-week work-based learning experience during which participating students complete a paid internship at a company or organization in Miami-Dade County. During the program, students have the opportunity to gain real-life work experience, interact with professionals in the community, and apply what they have learned at school.

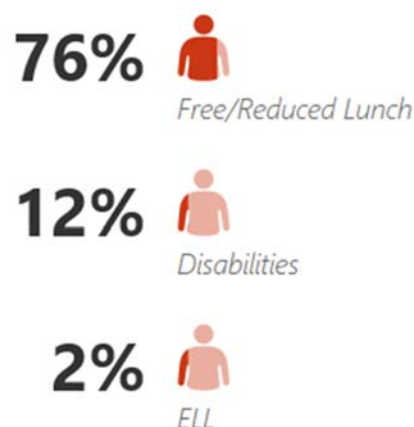
### Eligibility

M-DCPS high school students who are entering 10<sup>th</sup> grade through 12<sup>th</sup> grade in the subsequent school year and are between the ages of 15 to 18 are eligible to participate in the program. Additionally, the students must be eligible to work, reside in Miami-Dade County, and complete the pre-internship course. All participants must have or must open an account at the South Florida Federal Education Credit Union (SFEFCU). Priority is given to at-risk students who receive free or reduced lunch, are English language learners, have a disability, or have fifteen or more unexcused absences.

### Application and placement process

The SYIP is advertised to M-DCPS high school students and parents via flyers, announcements, news outlets, social media, and the M-DCPS website. Students interested in participating are enrolled in a pre-internship course by the school's Teacher Champion. The Teacher Champion is a teacher who has received training regarding the

Figure 2  
SYIP Participants from High-Risk Populations



internship program during the spring term by the department of CTE. The pre-internship course is an online course completed on Odysseyware consisting of 12 units of 50 lessons total. During this course, students learn about college and career readiness skills as well as rules, policies, and documentation associated with the internship; in addition, they learn about job searching skills and best practices for the interview process. The college and career readiness skills taught in the course are later used by the employer to evaluate the intern's performance. In addition to completing the course, students must submit required documentation to the Teacher Champion. Once completion of the online course is verified, students are prompted to upload their resumes and begin applying for jobs via the [Miami.getmyinterns.org](http://Miami.getmyinterns.org) website application.

Employers interested in participating in the SYIP must register through [Miami.getmyinterns.org](http://Miami.getmyinterns.org), agree to the terms of the internship, sign the cooperative internship agreement, identify and assign a work mentor, upload their job postings, and participate in an orientation. Employers can schedule interviews with applicants at the school site, employer's work location, or at one of the information sessions conducted prior to the start of the internship. Once a student is offered a position by one of the participating employers, the student must accept the position and notify the Teacher Champion, who is responsible for notifying CTE. Before the start of the internship, the employer and student must submit required documentation to CTE and the student must have opened a SFEFCU account. Prior to the start of the SYIP, two orientations are offered; a parent information session, in which parents are provided a description of the program, including eligibility, work hours, and payment; and an employer orientation which informs internship providers of their responsibilities and role during the program.

### ***Internship***

The SYIP lasts for a total of five-weeks and students are required to work 150 hours. During this time students will report to the internship workplace supervisor with oversight from the M-DCPS instructional supervisor. The internship workplace supervisor will provide mentoring and guidance in the workplace. The M-DCPS instructional supervisor oversees the internship and is responsible for communicating at least twice during the five weeks with the workplace supervisor to discuss the intern's progress, once in person and once over the phone.

Throughout the internship students must report to their workplace and follow a pre-arranged work schedule; they must adhere to summer school attendance policies and cannot miss more than two days. Students are also responsible for completing five internship assignments (e.g. creating a list of personal goals and objectives to achieve during the internship), one per week, and submitting them via Odysseyware to their M-DCPS instructional supervisor. The internship assignments are designed to help students reflect on the experiences, interpersonal relationships, and skills acquired through their internship. The assignments also help the students reflect on their career plan. In addition to the assignment, students must also complete weekly timesheets which must be approved by the internship workplace supervisor and the M-DCPS instructional supervisor.

Throughout the internship, the workplace supervisor is expected to provide mentoring to the students and meet with the intern regularly to provide feedback regarding their performance. As part of the student assignment for week one, the student must review his or her personal goals for the internship with the workplace supervisor. In week three, the two should meet again to review and discuss progress toward the goals and the student must complete a self-evaluation.

Students will be evaluated by both their workplace supervisor and M-DCPS supervisor. Toward the end of the program, workplace supervisors must complete the Internship Provider Assessment. In this assessment, workplace supervisors are asked to evaluate the student's performance based on a set of skills which include, but are not limited to, active listening, communication, productivity, and punctuality. In the second part of the assessment, they are asked to evaluate the program; this includes questions regarding the employer orientation, resources, and support provided. If the intern is also part of National Academy Foundation Academy, the work place supervisor is also asked to complete an additional assessment.

Students who complete the SYIP will receive one high school credit. Grades for the course are calculated based on the internship supervisor assessment (50%) and weekly assignments graded by the M-DCPS supervisor (50%). Students who enrolled in dual enrollment will also receive college credit. At the end of the internship, students are encouraged to ask their workplace supervisor for a letter of reference which will be an important component of their senior portfolio. Employers are invited to attend an appreciation event at the beginning of the fall semester following the conclusion of the SYIP.

### ***Payment***

Students participating in the SYIP will receive payment for their work. Once placed with an employer, the students will either be placed on the company's payroll or will receive grant payments. They will receive three payments, one during week one to cover incidentals including transportation; a second payment during week three, and a third one during week five. Payments will be deposited directly to the students' South Florida Educational Federal Credit Union account. During the three years that the SYIP has taken place, each student has received a total payment that ranges from \$1,208 in 2016 to \$1,237.50 in 2017.

### **SUMMARY**

In summary, the SYIP sponsored by Miami-Dade County, in conjunction with The Children's Trust, Career Sources of South Florida, Royal Caribbean Cruise Lines, JPMorgan Chase, and the Foundation for New Education Initiatives alongside M-DCPS, has been providing paid summer internships to M-DCPS students for the last three years. The five-week work-based learning experience provides M-DCPS high school students in grades 10 to 12 with real-life experience in a practical setting and the opportunity to interact with professionals in the community. To date, over 500 companies have participated in the SYIP and 5,679 students successfully completed the program. M-DCPS, alongside the other partners, will continue to provide students with this opportunity during the 2019 school year.